Louisiana Community & Technical College System

Title: LCTCS Banner Security Access Procedures

Establishing New Banner Access

1. Access to the Banner HR, Finance, Financial Aid, and Student Administration modules are granted to Louisiana Community and Technical College System Employees and authorized affiliates who have an approved business need to work with, or view, data, and reports.
2. To obtain access to any of the Banner systems, the Banner User Request form must be completed for the security classes within each banner module (HR, Finance, Financial Aid, and Student Administration) that is required for the requestor to perform his/her duties. The form must include the requestor's signature and his/her supervisor's signature. No access will be granted from phone requests. No access will be granted from incomplete Banner User Request forms.
3. The completed form is automatically routed to the appropriate campus approver and to the respective system owner (where applicable). The form will then be routed to the college Banner security administrator (when the college is managing their own user security) or to the System office security administrator.
4. The security administrator reviews the access request form for all approvals/signatures and completion. If there are any issues with the form the security administrator will send the form back for revision.
5. If there are no issues the user's Banner account is set up with the approved security classes indicated on the request form.
6. The requestor is automatically notified when the form is processed.

Modifying Existing Banner Access

1. Access is modified when more security classes are needed, or classes need to be added/removed because a user's positional duties have changed or when a user moves to another Business Unit/Campus.
2. To modify access to any of the Banner systems, the Banner User Request form must be completed for the modification of security classes (HR, Finance, Financial Aid, and Student Administration), indicating which specific access needs to be modified. No access will be modified from incomplete Banner User Request forms. If there are any issues with the form, the form will be sent back for revision.
3. The completed form is automatically routed to the appropriate campus approver and to the respective system owner (where applicable). The form will then be routed to the college Banner security administrator (when the college is managing their own user security) or to the System office security administrator.

4. The security administrator reviews the access request form for all approvals/signatures and completion. If there are any issues with the form the security administrator will send the form back for revision.
5. If there are no issues, the user's Banner account is set up with the approved security classes indicated on the request form.
6. The requestor is automatically notified when the form is processed.

Terminating Banner Access

1. The college Human Resources department should be notified that an employee is leaving. The college Human Resources department must enter in a termination date (last day) on the employee's hire record.
2. If the termination date comes before payroll is run, the employee's Banner account will automatically be locked by the IT lock process.
3. When payroll runs, all employees who have Banner access and have a termination date that is within the payroll, Banner access will automatically locked, (if not previously done), and all access will be removed by the termination workflow. See below access that will be automatically removed.

The Termination Workflow will automatically...
   a. Lock the Banner account and/or remove all security classes from the user's account.
   b. Remove Self Service Access from the applicable FOMPROF record
   c. Delete the VPDI record(s).
   d. Deletes the GOAEACC record

4. The Security Administrator will receive a report the following day showing all employees who have been terminated with a Banner account. The report shows the employee's termination status and their Banner account status (open, or locked).
5. The Security Administrator will then...
   a. Remove all AD security groups except the Domain Users group
6. College Banner campus approvers for each module receive a quarterly audit report with users who have access to the Banner system for their college.

Resetting Passwords

Banner users can self-reset their account password through a password reset tool in the Banner Portal (my.lctcs.edu). The Banner user needs to provide their social security number and date of birth for the process to look up the appropriate user record and if a successful match is found will prompt them for a new password.